

**Edinburgh Napier University  
Environmental Management System  
EcoCampus Progress Review (ENU-EMS-070)**

<b>Version</b>	Seven
<b>Date of current version</b>	16/03/15
<b>Date of first version</b>	07/01/13
<b>Developer</b>	Jamie Pearson (JP), Environmental Sustainability Manager & Environmental Management System Manager
<b>Reviewer</b>	Grant Ferguson (GF), Assistant Director of Property & Facilities

**Changes**

<b>Date</b>	<b>Change</b>	<b>Editor</b>	<b>Version</b>
28/05/14	General update	JP	Two
05/06/14	General update	JP	Three
09/06/14	General update	JP	Four
12/06/14	General update	JP	Five
12/01/15	General update	JP	Six
16/03/15	General update	JP	Seven

Edinburgh Napier joined the EcoCampus scheme in January 2012. The timeline below highlights the main achievements at the University leading up to and following registration with the scheme. All core documents referenced below are saved within the Loreus document management system and the Environmental Sustainability Team SharePoint site locally at the University. This document will be updated as required by Jamie Pearson.

Environmental related policies have existed at the University for a number of years. But with the instigation of the Sustainability Office in 2008, environmental planning was formalised throughout the institution, managed by the Environmental Sustainability Team within the University Property & Facilities Department.

All key documents pertaining to the Environmental Management System are available at <http://staff.napier.ac.uk/environment> (internally facing but a publically accessible) with a link also provided through the external website [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment) and student facing site [www.my.napier.ac.uk/environment](http://www.my.napier.ac.uk/environment)

All documents listed by reference ENU-EMS-XXX are referenced in 'Document Control' ENU-EMS-101 saved in the section Records/Miscellaneous of Loreus.

## Main Achievements

#	Related	Date	Event	Significance	Document Manager
1	2, 28	June 2008	Energy & Utilities Manager in post (five days per week).	Position has allowed for a significant expansion of environmental projects carried out at the University.	See point 29 below.
2	1, 28	September 2008	Sustainability / Environmental Advisor in post (five days per week).	Position has allowed for a significant expansion of environmental projects carried out at the University.	See point 29 below.
3	7, 13, 14, 17, 22	March 2009	Carbon Management Plan (2009) published.	<p>First holistic carbon (and indeed environmental management plan of any sort) published at the University covering core areas of energy, transport, waste and water. Set a target of reducing carbon emissions by 25% by 31/07/13 from a 2006/07 baseline.</p> <p>Plan included information on management procedures as well as a list of projects to be carried throughout all campuses.</p>	Carbon Management Plan (2009) ENU-EMS-014.
4	21, 26, 28	March 2009	Universities and Colleges Climate Commitment for Scotland (UCCCfS).	Signed by the Principal and Chair of Court. Commitment to work with the further and higher sector in Scotland collaboratively and reduce overall sector environmental footprint.	UCCCfS Certificate (March 2009) ENU-EMS-026. See 20 below for 2013 UCCCfS update.
5	8, 18	May 2009	Fair Trade Status Accreditation	Assessment of Fair Trade provision at the University, providing an overview of ethical procurement on all campuses.	ENU-EMS-186
6	9	July 2009	Environment Index of Universities that Count completed (UTC).	Assessment of environmental performance of the University, including governance and strategy as much as quantitative reductions. Independent review of information submitted to UTC from the University.	Environment Index, Universities That Count Report ENU-EMS-039.
7	3, 13, 14, 17, 22	May 2010	Carbon Trust Standard achieved.	Independent assessment of quantitative carbon reduction covering electricity and gas consumption and fuel used in owned and leased vehicles. Assessment included a full review of governance and qualitative procedures in place.	Carbon Trust Standard assessment form ENU-EMS-017.

#	Related	Date	Event	Significance	Document Manager
8	5, 18	September 2010	Fair Trade status reaccreditation.	Re-assessment of Fair Trade provision at the University, providing a procurement overview	ENU-EMS-187
9	6	July 2010	Environment and Social Responsibility Index of Universities That Count (UTC) completed.	Assessment of environmental and social responsibility performance of the University, including governance and strategy and quantitative reductions. External review of information submitted to UTC.	Universities That Count Environment and Social Responsibility Report ENU-EMS-025.
10		August 2010 to July 2011	Biodiversity audit completed.	Stage one and stage three biodiversity audit of Craighouse, Craiglockhart and Merchiston campuses. Audit carried out between 01/08/10 and 31/07/11. Also, survey of Sighthill campus, June 2011.	Craighouse, Craiglockhart and Merchiston Audit ENU-EMS-040; Sighthill Audit ENU-EMS-041.
11	16,24	February 2011	Healthy Working Lives Gold Accreditation	Link environmental development to wider health promotion focus at the University.	ENU-EMS-188
12	20	March 2011	Travel audit.	Survey of business and personal travel at the University (day-to-day and term-time commute). Qualitative and quantitative information will be used in the development of the Carbon Management Plan, but will also be used to develop an updated Travel Plan in August 2015 (following a subsequent travel survey in March 2013).	Examples of communication methods used and an assessment of events carried out during the travel survey, see 'Travel Survey 2011. Communication Examples' ENU-EMS-023
13	3, 7, 14, 17, 22	October 2011	Carbon Management Revisited.	Assessment of the 2009 Carbon Management Plan. Mainly focused on assessment of procedures, communication and development of priorities and projects set within original Plan.	Assessment of 2009 Carbon Management Plan ENU-EMS-018.
14	3, 7, 13, 17, 22	October 2011	Carbon Management Awareness Campaign.	Assessment of all existing communication modes available and at the disposal of the Sustainability Office. List to be used to fully integrate environmental development into existing communication networks.	Carbon Management Awareness Campaign document ENU-EMS-019.
15	19, 25	January 2012	Joined EcoCampus.	Aid overall management and development of environmental performance at the University. Formalise working procedures and aim towards external and independent accreditation and ISO14001 status.	

#	Related	Date	Event	Significance	Document Manager
16	11,24	February 2012	Healthy Working Lives Gold Re-Accreditation	Link environmental development to wider health promotion focus at the University.	HWL Assessment ENU-EMS-043.
17	3, 7, 13, 14, 22	May 2012	Carbon Masters Standard achieved.	Independent assessment of quantitative carbon reduction covering electricity and gas consumption and fuel used in owned and leased vehicles. Assessment included a full review of governance and qualitative procedures in place.	Carbon Masters Standard assessment form ENU-EMS-042.
18	5, 8	January 2013	Fair Trade status reaccreditation.	Re-assessment of Fair Trade provision at the University, including an overview of ethical procurement on all campuses.	Fair Trade Policy ENU-EMS-092. Fair Trade Status ENU-EMS-094.
19	15, 25	March 2013	EcoCampus Bronze Award achieved.	First step towards gaining ISO14001 and developing a fully integrated Environmental Management System at the University. See below for a full list of actions and achievements made in order to gain the Bronze Award at Edinburgh Napier.	EcoCampus Progress Review ENU-EMS-070 (this document!).  Bronze certificate ENU-EMS-080.
20	12	March 2013	Travel Survey.	Survey of business and personal travel at the University (day-to-day and term-time commute). Qualitative and quantitative information will be used in the development of the Carbon Management Plan, but will also be used to develop an updated Travel Plan in August 2015 (following on from a previous travel survey conducted in March 2011).	The existing documents will be integrated into the updated Travel Plan: Integrated Travel Policy ENU-EMS-095. Sighthill Travel Plan ENU-EMS-096.
21	4, 26, 28	August 2013	Universities and Colleges Climate Commitment for Scotland (UCCCFs).	Re-signed by the new Principal and new Chair of Court. Continued commitment to work collaboratively with the further and higher education sector in Scotland and reduce the overall environmental footprint of the sector, contributing towards national climate change targets and legislation.	Updated UCCCFs certificate ENU-EMS-073. May 2011 report, ENU-EMS-027. March 2013 report, ENU-EMS-072.
22	3, 7, 13, 14, 17	October 2013	Carbon Trust Water Standard achieved.	Independent assessment of quantitative water reduction. Assessment included a full review of governance and qualitative procedures in place.	Assessment document ENU-EMS-081

#	Related	Date	Event	Significance	Document Manager
23		March 2014	Edinburgh Napier Strategy 2020 published.	The Strategy was the result of a range of communication and engagement events held throughout the University to condense and pull together all considerations and requirements across all academic and professional aspects. The Policy has been informed by seven core principles, one of which states "we will be environmentally and financially sustainable and resilient" ENU-EMS-174. The Strategy has led to the refresh of the Estates Strategy (due to be published in August 2015). This in turn will influence all other University policies.	Strategy 2020 ENU-EMS-174
24	11,16	July 2014	Healthy Working Lives Gold Re-Accreditation	Link environmental development to wider health promotion focus.	
25	15, 19	July 2014	EcoCampus Silver Award achieved	Second step towards gaining ISO14001 and developing a fully integrated Environmental Management System at the University. This document contains the full list of actions and achievement made in order to gain the Silver Award at Edinburgh Napier.	EcoCampus Progress Review ENU-EMS-070 (this document)  Silver Award certificate ENU-EMS-173.
26	4, 21, 28	July 2014	UCCCFs 2012/13 Report submitted to the Environmental Association for Universities and Colleges (EAUC).	Third annual report submitted to the EAUC. Wider reporting of this kind will become mandatory through the Scottish Government, along with all other public bodies.	ENU-EMS-170.
27	1,2,29	October 2014	Sustainability Engagement Officer in post (five days per week) contract.	Addition to the Sustainability Office. Will be responsible for the development of communication and engagement throughout the University, covering all topics listed in the Aspects Register ENU-EMS-79	Job description ENU-EMS-185
28	4, 21, 26	December 2014	Universities and Colleges Climate Commitment for Scotland (UCCCFs).	Re-signed following a refresh and update of the Commitment by the Environmental Association for Universities and Colleges team. Continued commitment to work with the further and higher education sector in Scotland collaboratively and reduce the overall environmental footprint of the sector.	Updated UCCCFs certificate ENU-EMS-172.

#	Related	Date	Event	Significance	Document Manager
29	1,2, 27	December 2014	Energy & Utilities Manager retired which led to a natural and opportune re-organisation and re-brand. The Sustainability Office became the Environmental Sustainability Team, still embedded with Property & Facilities and with reach throughout the University.	Change in team structure, implemented Monday 2 <sup>nd</sup> February. Name will change from the Sustainability Office to the Environmental Sustainability Team. Environmental Sustainability Manager will manage both the new Energy & Utilities Manager and Sustainability Engagement Officer. New departmental structure to be highlighted.	Job descriptions: Environmental Sustainability Manager ENU-EMS-183; Energy & Utilities Manager ENU-EMS-184

## **Structure of the Environmental Management System and Document Control System**

The following clauses listed are detailed below in the main body of this document.

Bronze (p8 to p17)

- 1.1: Senior Management Commitment
- 1.2: Baseline Environmental Review
- 1.3: Draft Environmental Policy
- 1.4: Awareness & training

Silver (p18 to p24)

- 2.1: Identifying Legal and Other Requirements
- 2.2: Environmental Aspects
- 2.3: Developing Objectives and Targets
- 2.4: Finalised Environmental Policy

Gold (p25 to p35)

- 3.1: Resources, Roles & Responsibilities
- 3.2: Competence & Training
- 3.3: Communication
- 3.4: Documentation
- 3.5: Control of Documents
- 3.6: Operational Control
- 3.7: Emergency Preparedness & Response

Platinum (p35 to p40)

- 4.1: Monitoring and Measuring
- 4.2: Evaluation of Compliance
- 4.3: Nonconformity, Corrective & Preventive Action
- 4.4: Control of Records
- 4.5: Internal Audit
- 4.6: Management Review

## Bronze Criteria

### Clause 1.1 – Senior Management Commitment

Clause	Audit Clause	Name and Location of Documents	Actions / Notes	Gold Assessment Notes
1.1.1	Have you developed and implemented the general requirements procedure that defines and documents the scope of the EMS as well as how your institution will meet the requirements of the scheme?	Document stored in '1 – Planning': General Requirements Procedure (ENU-EMS-001).	<p>ENU-EMS-1 updated 01/05/14. Scope of the EMS covers:</p> <ul style="list-style-type: none"> <li>• 42 and 42a Colinton Road</li> <li>• Bainfield Student Accommodation</li> <li>• Bankhead Workspace</li> <li>• Craiglockhart Campus</li> <li>• Merchiston Campus</li> <li>• Morningside Church</li> <li>• Orwell Terrace Student Accommodation (Patrick Hughes email on 27/03/14: development pushed back to Summer 2016).</li> <li>• Riego Street Student Accommodation</li> <li>• Screen Academy</li> <li>• Sighthill Campus</li> <li>• South Gyle Offices (no University staff on-site)</li> </ul> <p>Unit at Baileyfield to be considered once the use of the space is confirmed.</p>	<ul style="list-style-type: none"> <li>• The estate record will be updated in August 2015 once the refreshed Estates Strategy is launched.</li> <li>• 42a Colinton Road. Move now complete. But must investigate what extent of the site the University still covers at 42 Colinton Road.</li> <li>• South Gyle. Potential that the site will be sold by Summer.</li> <li>• Baileyfield. Potential for the lease to be extended to Summer 2016.</li> <li>• ENU-EMS-001 will be updated in light of any changes above.</li> </ul>
1.1.1	Does your management structure state members of your EMS implementation team?  The Management Structure needs to state the members of your EMS Implementation Team and detail the roles and responsibilities of the EMS. Responsibilities to include:	Document stored in 3.1: EMS Implementation Team (ENU-EMS-006a). Roles, Responsibilities and Training (ENU-EMS-044).	Ensure that that the information contained within ENU-EMS-006a, ENU-EMS-006b and ENU-EMS-044 remains constant. ENU-EMS-006b is basically a watered down version of ENU-EMS-006a (copy without individual names listed so that the document can be added to the Environmental Sustainability Team intranet pages).	



	<ul style="list-style-type: none"> <li>• Elected point of contact for all environmental issues (internal and external).</li> <li>• Implementing and maintaining the EMS.</li> <li>• Keeping the environmental policy up-to-date.</li> <li>• Co-ordinating any environmental improvements.</li> <li>• Communicating environmental issues to staff (incl. policy).</li> </ul>			
1.1.1	Are the responsibilities for implementing the EMS clearly outlined in the management structure?	Document stored in 3.1: EMS Implementation Team (ENU-EMS-006a). Roles, Responsibilities and training (ENU-EMS-044).	Ongoing discussion at ESAG regarding the development of the Group. See ENU-EMS-045 for the minutes of the meeting held on Tuesday 5 March 2014. Other minutes are also available on Loreus: 30/10/13 ENU-EMS-069 22/01/14 ENU-EMS-077 19/03/14 ENU-EMS-078 27/08/14 ENU-EMS-171 13/02/15 ENU-EMS-189	<ul style="list-style-type: none"> <li>• Discussions are ongoing regarding the development of the Environmental Sustainability Advisory Group and the wider integration of Environmental Sustainability responsibilities and actions.</li> </ul>
1.1.1	Has senior management commitment been demonstrated by the implementation and acknowledgement of the draft environmental Policy?	<p>Documents stored in 2.4:</p> <ul style="list-style-type: none"> <li>• Environmental Policy (ENU-EMS-003).</li> <li>• Principal's Executive Group Covering paper (ENU-EMS-004).</li> <li>• Equality Impact Assessment (ENU-EMS-005).</li> </ul> <p>ESAG Minutes from 05/03/13 stored in Records/Communication: ESAG Minutes ENU-EMS-045.</p>	Environmental Policy and covering paper presented to the Principal's Executive Group (now called the University Leadership Team) on 14/11/12. No public minutes available. Policy also discussed at the Environmental Sustainability Advisory Group (ESAG) meeting on 05/03/13 ENU-EMS-45 to ensure full compliance with EcoCampus criteria and 27/08/14 ENU-EMS-171.	

1.1.1	Have you collected evidence of senior management commitment by collecting proofs of communication between the EMS implementation team and senior management?	<p>Documents stored in 3.3:</p> <ul style="list-style-type: none"> <li>Evidence of all communication within the Talks, Meetings and Events register (ENU-EMS-007).</li> <li>Presentation given to Principal's Executive Group (ENU-EMS-008).</li> <li>Presentation to Senior Managers Forum (ENU-EMS-009).</li> <li>Presentation to University Secretary's Group ENU-EMS-217 (agenda shown in ENU-EMS-218).</li> </ul>	Full list of communication ENU-EMS-007 updated on an ongoing basis (check the document version control for the last update). The list highlights general environmental communication but also specifically shows meetings where EcoCampus and the development of an Environmental Management System has been highlighted with all internal and external stakeholders.	<ul style="list-style-type: none"> <li>Cross reference the list of documents on Loreus ENU-EMS-101 to the list of communication and engagement events ENU-EMS-007.</li> </ul>
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### Clause 1.2 – Baseline Environmental Review

Clause	Audit Clause	Name and Location of Documents	Actions / Notes	Gold Assessment Notes
1.2.1	Have you investigated your institution's current activities and associated environmental impacts by carrying out an environmental review?	<p>Document stored in 4.5:</p> <ul style="list-style-type: none"> <li>Internal Audit (ENU-EMS-013).</li> </ul>	Used the Loreus review tool. First review conducted in July 2012 (ENU-EMS-013). Review carried out again in May 2014 with Grant Ferguson, Richard Cebula and Jamie Pearson present, covering all questions and areas. All actions highlighted (updated document ENU-EMS-013). The original document was enhanced and updated to show progressive change and encourage the development of future planning.	
1.2.2	Have you taken site/campus plans, the environmental history of the site, your key legal requirements and how they relate to the University and significant views of interested parties into consideration when carrying out the initial environmental review?	<p>Site/Campus Plans: See references in clause 1.2.3 below.</p> <p>Environmental History. Documents stored in 'Records – Environmental History &amp; Plan of Site'. See EMS Scope (ENU-EMS-047) for a list of all campuses covered, a full list of maps showing environmental history listed below:</p> <ul style="list-style-type: none"> <li>42&amp;42a Colinton Road Historic Maps (ENU-EMS-049).</li> <li>Bainfield Student Accommodation Historic Maps (ENU-EMS-052).</li> </ul>	<p>Key Legal Requirements (ENU-EMS-046), stored in 2.1, Legal &amp; Other Requirements.</p> <p>Other information available includes:</p> <ul style="list-style-type: none"> <li>Bainfield Student Accommodation – Environmental Services Report (ENU-EMS-064)</li> </ul>	<ul style="list-style-type: none"> <li>Research The City of Edinburgh Council Planning Website to source any other pre-assessment or environmental documents that might be available from historic projects.</li> </ul>

		<ul style="list-style-type: none"> <li>• Bankhead Workspace Historic Maps (ENU-EMS-050).</li> <li>• Craiglockhart Campus Historic Maps (ENU-EMS-051).</li> <li>• Merchiston Campus Historic Maps (ENU-EMS-053).</li> <li>• Morningside Church Historic Maps (ENU-EMS-054).</li> <li>• Orwell Terrace Student Accommodation Historic Maps (ENU-EMS-055).</li> <li>• Riego Street Student Accommodation Historic Maps (ENU-EMS-056).</li> <li>• Screen Academy Historic Maps (ENU-EMS-057).</li> <li>• Sighthill Campus Historic Maps (ENU-EMS-058).</li> <li>• South Gyle Historic Maps (ENU-EMS-059).</li> </ul> <p>Communication with key stakeholders listed in Evidence of All Communication ENU-EMS-007, stored in 3.3 Communication.</p> <p>Other maps available include:</p> <ul style="list-style-type: none"> <li>• Sighthill Drainage (ENU-EMS-048)</li> <li>• Scottish Water Merchiston Map (ENU-EMS-060)</li> <li>• Scottish Water Merchiston Waste Water Map (ENU-EMS-061)</li> <li>• Scottish Water Merchiston Waste Water Discharge Map (ENU-EMS-062)</li> </ul>		
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Clause	Audit Clause	Name and Location of Documents	Actions / Notes	Gold Assessment Notes
1.2.3	Does your site plan identify the key areas where your institution can interact with the environment; for example does it include drainage routes, chemical and oil storage points, external waste treatment and storage locations, car parks and neighbouring areas?	<p>Documents stored in 'Records – Environmental History &amp; Plan of Site'. See EMS Scope (ENU-EMS-047) for a list of all campuses covered, a full list of maps on Loreus and the key for all maps below:</p> <ul style="list-style-type: none"> <li>• 42&amp;42a Colinton Road (ENU-EMS-029).</li> <li>• Bainfield Accommodation (ENU-EMS-032).</li> <li>• Bainfield Accommodation Outline (ENU-EMS-033).</li> <li>• Bankhead Workspace (ENU-EMS-030).</li> <li>• Craiglockhart Campus (ENU-EMS-031a &amp; ENU-EMS-031b).</li> <li>• Merchiston Campus (ENU-EMS-034).</li> <li>• Morningside Church (ENU-EMS-035).</li> <li>• Orwell Terrace (ENU-EMS-075).</li> <li>• Riego Street Accommodation (ENU-EMS-036).</li> <li>• Screen Academy (ENU-EMS-037).</li> <li>• Sighthill Campus (ENU-EMS-038a &amp; ENU-EMS-38b).</li> <li>• South Gyle (ENU-EMS-074)</li> </ul>		

### Clause 1.3 – Draft Environmental Policy

Clause	Audit Clause	Name and Location of Documents	Actions / Notes	Gold Assessment Notes
1.3.1	Does your draft environmental policy begin with a brief description of your institution stating where it is and what it does?	<p>Documents stored in 2.4:</p> <ul style="list-style-type: none"> <li>• Environmental Policy (ENU-EMS-003).</li> <li>• Principal's Executive Group Covering paper (ENU-EMS-004).</li> </ul>	Policy passed by Principal's Executive Group with no comments or queries (The Principal's Executive Group is now called the University Leadership Team). Policy reviewed by the Environmental Sustainability	

		<ul style="list-style-type: none"> <li>Equality Impact Assessment (ENU-EMS-005).</li> </ul>	<p>Advisory Group (ESAG) on 05/03/13 to update three missing points highlighted during the interim Bronze EcoCampus assessment carried out by Alex Hobbins in January 2013. See ENU-EMS-045 for ESAG minutes from 05/03/13. Also discussed at ESAG 27/08/14 ENU-EMS-171.</p> <p>The Environmental Sustainability Policy emulates the commitment highlighted within the Edinburgh Napier Strategic Plan (2009-2015) ENU-EMS-015 and the Edinburgh Napier Corporate Plan (2009-2012) ENU-EMS-016. The University recently developed a 2020 Strategy. As one of seven core pillars, the Strategy states that “the university will be environmentally and financially sustainable and resilient” ENU-EMS-174.</p>	
1.3.1	Are the specific comments to continual improvement, prevention of pollution and compliance with legal and other requirements clearly defined in the policy?	Document stored in 2.4: Environmental Policy (ENU-EMS-003).		
1.3.1	Is the framework for setting objectives and targets clearly defined?	Document stored in 2.4: Environmental Policy (ENU-EMS-003).		
1.3.1	Has the policy been initiated, fully endorsed and signed by senior management?	Documents stored in 2.4: Environmental Policy (ENU-EMS-003). PEG Covering paper (ENU-EMS-004) Equality Impact Assessment (ENU-EMS-005).	Policy passed by Principal’s Executive Group with no comments or queries. Ratified, with minor changes by ESAG on 05/03/13, see ENU-EMS-045.	

1.3.1	Is the Policy treated as a controlled document?	Document stored in 2.4: Environmental Policy (ENU-EMS-003).		<ul style="list-style-type: none"> <li>Investigate how this ties in with the controlled document procedure/best practice promoted by the Governance Team.</li> </ul>
1.3.1	Is the Policy communicated to all employees and made available to the public?	Document stored in 2.4: Environmental Policy (ENU-EMS-003).	Link to the website <a href="http://www.napier.ac.uk/environment">www.napier.ac.uk/environment</a> Also communicated at all applicable meetings and events. See 'Carbon Management Awareness Campaign' (ENU-EMS-019) stored in 'Records – Communication'. Communicated publically at all appropriate meetings, see ENU-EMS-007.	

#### Clause 1.4 – Awareness and Training

Clause	Audit Clause	Name and Location of Documents	Actions / Notes	Gold Assessment Notes
1.4.1	Have you identified the key training needs required for the implementation of the EMS through conducting a Training Needs Evaluation?	Document stored in 3.2: Competence, Training & Awareness Procedure (ENU-EMS-002); Roles, Responsibilities & Training (ENU-EMS-044).	<p>Competence, Training &amp; Awareness Procedure developed from the EcoCampus documents and attached to Loreus. Training needs at the University are identified using existing procedures managed by the Human Resources &amp; Development Team (HR&amp;D). Procedures such as annual and six-monthly PRD's that all staff participate in, with training needs assessed.</p> <p>Specific training needs for groups of staff has been identified. Progress will be made to identify key personal needs of key members of staff by linking the development of the EMS to the existing University Professional Development Review policies currently in place.</p>	<ul style="list-style-type: none"> <li>Customer Service Excellence.</li> <li>Investors in People.</li> <li>Documents pulled together for Kasia starting at the University, highlighting those within the team with a key link/risk associated with environmental performance. Expand to include more people within the University.</li> </ul>

1.4.2	Have you developed a training plan to ensure training activities are initiated for individuals or groups identified as having training needs in 1.4.1?	Roles, Responsibilities & Training (ENU-EMS-044).	Training Plan not developed. But each individual member of staff will have their own Training Plan through the existing Professional Development Review process. To fit with the existing process, HR&D colleagues could ensure that all members of the EMS Team are adequately trained. There will be an investigation within Property & Facilities regarding linking environmental training to PDR's.	<ul style="list-style-type: none"> <li>• Link this to the potential for developing a module in Moodle, and the use of on-line training such as that offered by SSN.</li> <li>• CIP. Prince 2.</li> </ul>
1.4.2	Have you ensured that all staff involved in the implementation of the Environmental Management System have received or will receive, adequate training to ensure that they understand their roles and responsibilities in the implementation of the EMS?	<p>Document stored in 3.3:</p> <ul style="list-style-type: none"> <li>• Evidence of all Communication (ENU-EMS-007).</li> <li>• Roles, Responsibilities &amp; Training (ENU-EMS-044).</li> </ul> <p>The Sustainable Futures Team, in December 2013 investigated the development of the Environmental Management System at the University. The document Sustainable Futures – Environmental Management System Discussion (ENU-EMS-100) highlights the discussion (NB 18 environmental aspects were in place at the time. The number of aspects has developed to 43). The Sustainable Futures team essentially pulled the EMS apart to investigate how all key principles could be effectively shared with all staff and students at the University. This item of work is still ongoing.</p>	<p>Initial meetings have been carried out with the various teams/groups highlighted in ENU-EMS-007 to detail overall responsibility of the development of an EMS at Edinburgh Napier. The template ENU-EMS-067 has been provided to Grant Ferguson and Richard Cebula. The training document in ENU-EMS-007 identifies workshops and training that have taken place at Edinburgh Napier over recent years. The document also includes academic links and talks given to students at the University. Examples of presentations given are stored in 3.3 (ENU-EMS-008) and (ENU-EMS-009). As the development of an Environmental Management System continues, every opportunity for promoting the EMS is being sought and utilised, again see ENU-EMS-007. Other examples include:</p> <ul style="list-style-type: none"> <li>• ENU-EMS-021 Conference and meeting room poster.</li> </ul>	

			<ul style="list-style-type: none"> <li>• ENU-EMS-022 Student accommodation poster</li> <li>• ENU-EMS-024 Go Green Week Plans 2012</li> <li>• ENU-EMS-076 Presentation to HR&amp;D Team</li> <li>• ENU-EMS-086 Presentation to Business School students 10/03/14</li> <li>• ENU-EMS-068 Richard Cebula attended EcoCampus Internal Auditor Training.</li> <li>• ENU-EMS-089 Communication Engagement Strategy</li> </ul> <p>A proposal was developed in 2011 to expand the Environmental Sustainability Advisory Group ENU-EMS-071</p>	
1.4.3	Have you identified methods for raising environmental awareness and initiated activities with your EMS implementation team?	<p>Documents stored in 3.3:</p> <ul style="list-style-type: none"> <li>• Evidence of all communication (ENU-EMS-007).</li> <li>• Presentation given to the Principal's Executive Group (ENU-EMS-008).</li> <li>• Presentation given to the Senior Managers Forum (ENU-EMS-009).</li> <li>• Presentation given to the University Secretary's Group November conference (ENU-EMS-218).</li> </ul>	<p>The Carbon Management Plan Awareness Campaign document (ENU-EMS-019) produced as part of the Carbon Management Plan refresh highlights all general communication opportunities at the University. A range of training opportunities available through organisations such as the Environmental Association of Universities and Colleges will be listed and advertised.</p> <p>Another awareness activity is the development of procedures for day-to-day activities such as: Fuel Monitoring Procedure ENU-EMS-010</p>	



			<p>Building Management System Procedure ENU-EMS-011 Optima Data Entry Procedure ENU-EMS-012</p> <p>The Environmental Sustainability Team are currently developing an Environmental Strategy. The draft document ENU-EMS-178 (draft copy, 9<sup>th</sup> of March 2015) will be fully developed to pull together information on all forms of communication.</p>	
1.4.4	Have you begun to produce training records of awareness raising and training activities undertaken for staff identified in the training plan?	<p>Document stored in 3.3: Evidence of all Communication (ENU-EMS-007). Roles, Responsibilities &amp; Training (ENU-EMS-044).</p> <p>To develop training and support in terms of travel, travel surveys were run at the University in March 2011 and 2013. Communication examples are housed in the following documents: ENU-EMS-099 2013 Travel Survey Communication Examples</p> <p>The information gleaned through the surveys can be found in the following documents: ENU-EMS-097 2011 Travel Statistics ENU-EMS-098 2013 Travel Statistics</p>	<p>In addition to the presentations etc. given to staff and student groups, minutes of all relevant meetings are kept, including the Estates Committee of Court: ENU-EMS-020 Estates Committee Meeting Report 24/01/12. The Estates Committee are also provided with quarterly utility summary sheets, as shown in ENU-EMS-028.</p>	<ul style="list-style-type: none"> <li>• All up-to-date Estates Committee papers.</li> </ul>

**Bronze Award Gained 12/03/13. Bronze Award Certificate ENU-EMS-080 (Stored in Records/Audit).**

## Silver Criteria

### 2.1 Identifying Legal and Other Requirements

Clause	Audit Clause and Minimum Requirement	Description	Name and Location of Documents	General Actions/Notes	Gold Assessment Notes
2.1.1	<p>The institution shall develop a procedure(s) explaining how the institution identifies, accesses and reviews the latest environmental legislation, voluntary codes of practice and sector standards.</p> <p><b>Develop and implement a Legal &amp; Other Requirements Procedure</b></p>	<p>Procedure 2.1.1 in the Loreus Document Manager is recommended.</p> <p>This procedure's purpose is to identify and access all relevant legal and other requirements to which the institution subscribes; determine how these requirements apply to the institution's environmental aspects and to ensure that these requirements are taken into account in establishing, implementing and operating the EMS.</p>	<p>Procedure 2.1.1 in the Loreus Document Manager was used to develop the Legal and Other Requirements Procedure ENU-EMS-087, stored within section 2.1 in the Loreus document control system.</p>		<p>Update to show how legal requirements are communicated (Silver). Update the register and highlight where legislative impacts have been considered (through the talks, meetings and events list).</p>
2.1.2	<p>The institution shall develop a register of relevant environmental legislation, regulations and other requirements.</p> <p><b>Complete Legal Register</b></p>	<p>All the relevant environmental legislation, regulations and other requirements need to be listed in a Legal Register. It is best practice to include:</p> <ul style="list-style-type: none"> <li>• The legislative act and associated regulations</li> <li>• Requirements of the legislation as they relate to the institution</li> <li>• Controls in place or required to ensure compliance</li> <li>• Consequences of non-compliance</li> <li>• Relevant records</li> </ul>	<p>The legislative list ENU-EMS-046 is partially completed. The EMS Manager has copies of some controls in place but has requested copies of other relevant documents and also relevant records already held within the University.</p> <p>Air Conditioning audit examples are shown in documents ENU-EMS-127, 128 stored in section 3.4 and ENU-EMS-176 stored in Records/Audit. Air</p>	<p>The documents below have been sourced from the Health &amp; Safety Team within the University. The documents will be linked to the legislative register in July 2014:</p> <ul style="list-style-type: none"> <li>• ENU-EMS-102 H&amp;S Cleaning Services Guide</li> <li>• ENU-EMS-103 H&amp;S Code of Practice for the Management of University Contractors/Works</li> </ul>	

		<ul style="list-style-type: none"> <li>• Link to responsible persons/training requirements</li> <li>• Link to institutions significant aspects</li> </ul> <p>The Aspects and Legal Register Template can be found in the EcoCampus Training Centre (Section 8: EcoCampus Tools).</p>	<p>conditioning assets are listed in ENU-EMS-164 and an example of jobs listed through Planon shown in ENU-EMS-166.</p> <p>Waste information (from contractors), including Duty of Care and Waste Consignment Notes are stored in the following sections and documents:</p> <p>WEEE (3.4): ENU-EMS-129 to 150</p> <p>Clinical Waste (3.4): ENU-EMS-155 to 158</p> <p>Other Hazardous (2.1): ENU-EMS-210 to 215</p> <p>Non-Hazardous (2.1): ENU-EMS-160-163</p> <p>COSHH (Records EP&amp;R) ENU-EMS-204 to 209</p> <p>A draft Waste Strategy has been developed to pull together all aspects and considerations pertaining to waste at the University. The document will be completed by Campus Managers ENU-EMS-194</p>	<ul style="list-style-type: none"> <li>• ENU-EMS-104 H&amp;S Fire Precautions and Procedures</li> <li>• ENU-EMS-105 H&amp;S Staff Safety Guide</li> <li>• ENU-EMS-106 H&amp;S Student Safety Guide</li> <li>• ENU-EMS-107 H&amp;S Control of Contractors Induction Form</li> <li>• ENU-EMS-108 H&amp;S Construction Site Checklist</li> </ul> <p>The following documents will also be added:</p> <ul style="list-style-type: none"> <li>• ENU-EMS-109 Asbestos Management Policy</li> <li>• ENU-EMS-063 Merchiston Trade Effluent Application 2010 (the consent wasn't required in the end)</li> <li>• ENU-EMS-082 Environmental Legislation in Laboratory and Technical Spaces</li> <li>• ENU-EMS-084 S-Labs Assessment.</li> </ul>	
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2.1.3	Adequate records shall be maintained to prove legal compliance.  <b>Legal Records</b>	Storage of the Legal Records in the Loreus Document Manager is recommended. Records to include waste transfer notes, consignment notes, emission and discharge consent, waste management licences, exemption certificates and waste carrier licences.	See documents listed in 2.1.2 above.  Examples of air conditioning inspections are available within documents ENU-EMS-127, 128 (3.4 documentation) and 176 (Records – Audit).		Develop a stronger procedure for the receipt and storage of all Duty of Care and Waste Consignment Notes.
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## 2.2 Environmental Aspects

Clause	Audit Clause and Minimum Requirement	Description	Name and Location of Documents	General Actions/Notes	Gold Assessment Notes
2.2.1	The institution shall have a methodology for assessing the significance of its environmental aspects.  <b>Environmental Aspects Procedure</b>	Procedure 2.2.1 in the Loreus Document Manager is recommended.  This procedure's purpose is to define the methodology used to identify, assess this significance of and review the institution's environmental aspects.	Procedure 2.2.1 in the Loreus Document Manager was used to develop the Environmental Aspects Procedure ENU-EMS-083, stored within the Records section, under 'Aspects & Impacts Register' in the Loreus document control system.	The Sustainability Office Team have recently developed an internal Environmental Impact Assessment tool, ENU-EMS-090. The tool will be used to assess all project and service related developments at the University.	
2.2.2	The institution shall identify all aspects and associated impacts related to the institutions activities, products and/or services.  Complete Aspects and Impacts Register		Following the Environmental Aspects Procedure, ENU-EMS-083 all significant aspects related to the institutions activities were assessed by Grant Ferguson, Richard Cebula and Jamie Pearson in May 2014. See ENU-EMS-079. 18 significant aspects were	The aspects identified are also covered through an array of policies and plans already listed on pages two and three of this document. For example, in terms of procuring food, the University has a Sustainable Food Policy ENU-EMS-093.	

			highlighted by Alex Hobbins during his visit to the University in January 2013. The 18 were discussed and expanded to 43.		
2.2.3	The institution shall rank the significance of the environmental aspects identified under normal, abnormal and emergency operating conditions.  <b>Ranked aspects and Impacts Register.</b>	EcoCampus Significance Calculator Tool is recommended to assess the significance of the institution's environmental aspects.  Refer to Significance Calculator Manual available on the training centre (Section 6: Software manuals)	Following on from 2.2.2, all 43 significant aspects identified were ranked against normal, abnormal and emergency operating conditions. See Aspects Register – Edinburgh Napier University ENU-EMS-079.		

### 2.3 Developing Objectives and Targets

Clause	Audit Clause and Minimum Requirement	Description	Name and Location of Documents	General Actions/Notes	Gold Assessment Notes
2.3.1	The institution shall have a methodology for setting and reviewing objectives and targets.  <b>Objectives, Targets &amp; Programmes Procedure</b>	Procedure 2.3.1 in the Loreus Document Manager is recommended.  The purpose of this procedure is to set the methodology for establishing, implementing and maintaining documented objectives and targets as well as ensuring that these objectives are measurable and consistent with the institution's policy. It also explains how the environmental management programme is established, implemented and maintained.	Procedure 2.3.1 in the Loreus Document Manager was used to develop the Objectives, Targets & Programmes Procedure ENU-EMS-088. The Document is stored in the Records/Objectives, Targets & Programmes section of Loreus.		Targets set for all environmental sustainability areas will be enhanced once the Estates Strategy is updated. This will ensure a stronger association with the Estates Strategy, filtering down from all principles set-out within the Strategy 2020 ENU-EMS-174.
2.3.2	Objectives & targets shall be set for those significant	When establishing and reviewing its objectives and	The Environmental Sustainability Policy, in		As above, targets set for all environmental

	<p>environmental aspects, which have the greatest impact on the environmental performance of the institution.</p> <p><b>List of Objectives/Targets</b></p>	<p>targets, an institution shall take into account the legal requirements and other requirements to which it subscribes, and its significant environmental aspects.</p> <p>The Loreus Task Manager is the recommended tool to project manage the environmental programme.</p>	<p>one form or another has existed at the University for a number of years. From 2008 the commitment highlighted through the Policy has been enhanced by greater description of overall commitment through the Environmental Sustainability Plan, see document Environmental Sustainability Plan ENU-EMS-066. This document has been expanded to marry the commitments already in place to the wider list of objectives and targets identified through the Aspects Register ENU-EMS-079 and also the most recent environmental review ENU-EMS-013.</p>	<p>sustainability areas will be enhanced once the Estates Strategy is updated. This will ensure a stronger association with the Estates Strategy, filtering down from all principles set-out within the Strategy 2020 ENU-EMS-174.</p>
2.3.3	<p>The institution shall develop an environmental management programme outlining how objectives and targets shall be met.</p> <p><b>Environmental Management Programme</b></p>	<p>The environmental management programme includes all your objectives, targets, tasks, timescales and responsibilities for managing your environmental aspects.</p> <p>The Loreus Task Manger is the recommended tool to project manage the environmental programme.</p>	<p>The Loreus Task Manager has not been used for now. Instead the document Environmental Sustainability Plan ENU-EMS-066 will cover this point. In the near future, an assessment, monitoring and evaluation tool developed by Grant Ferguson for the assessment and</p>	<p>A project tracker has been developed by Grant Ferguson. The basis and template of the tracker will be used by Jamie Pearson to develop the list of targets and work into one place (enhancing what already exists through documents such as the Environmental</p>

			management of all activities through the maintenance aspect of the Property & Facilities Team will be adapted and used from August 2014. The document is a fantastic example of pulling all actions together, assessing their need and progressing with the work required to fully meet each commitment. The document is not publically available at the moment but will be adapted and used within the University for the purposes of the EMS from August 2014.		Sustainability Plan ENU-EMS-066.  Biodiversity Management Plan and Carbon Management Plan to be developed (wait for the Estates Strategy).
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## 2.4 Finalised Environmental Policy

Clause	Audit Clause and Minimum Requirement	Description	Name and Location of Documents	General Actions/Notes	Gold Assessment Notes
2.4.1	The institution shall have a methodology for defining and regularly reviewing the institution's environmental policy.  <b>Environmental Procedure</b>	Procedure 2.4.1 in the Loreus Document Manager is recommended.  The purpose of this procedure is to set the methodology for defining and regularly reviewing the institution's environmental policy.	Procedure 2.4.1 in the Loreus Document Manager was used to develop the Environmental Policy Procedure ENU-EMS-085. The document is stored in section 2.4/Environmental Policy of Loreus.		
2.4.2	The institution shall revise the Draft Environmental Policy reflecting the	The draft environmental policy needs to be revised to reflect the institution's objectives and targets. The	The Environmental Sustainability Policy ENU-EMS-003 is the finalised policy. Following the Environmental Policy Procedure	The updated Estates Strategy will be completed in August 2015. Once that's	

	<p>institution's objectives and targets.</p> <p><b>Finalised Environmental Policy</b></p>	<p>finalised policy must be signed by senior management.</p>	<p>ENU-EMS-085, and the commitment stated at the bottom of the Policy, the University will commit to ensuring that the Policy remains current and is ratified at least annually. The Policy has been signed by Dr Webber, University Secretary and Chair of the Environmental Sustainability Advisory Group.</p>	<p>complete, all environmental policies and plans will be developed to fit underneath the Strategy 2020 document ENU-EMS-174.</p>	
2.4.3	<p>The institution shall make the Environmental Policy publicly available and communicate the policy to all stakeholders.</p> <p><b>Environmental Policy Communicated</b></p>	<p>The finalised environmental policy must be communicated to all staff and be made publicly available. Evidence that the policy has been disseminated is required (e.g. website, emails etc.).</p>	<p>The Environmental Sustainability Policy is publically available on the University internet pages <a href="http://www.napier.ac.uk/environment">www.napier.ac.uk/environment</a></p> <p>The Policy is also live on the Environmental Sustainability Team intranet pages (all pages, links and associated documents are publically accessible even though they are housed on an intranet site). Visit <a href="http://staff.napier.ac.uk/environment">http://staff.napier.ac.uk/environment</a></p> <p>Also, see the document 'Talks, Meetings and Events' for a full list of opportunities where the Policy and underlying principles of the Policy have been discussed ENU-EMS-007. As an example, see the presentation within ENU-EMS-086 presented in March 2013 to over 200 students within the Business and Sustainability module of the Business School. The presentation is also publically available on the front page of <a href="http://staff.napier.ac.uk/environment">http://staff.napier.ac.uk/environment</a></p>		<p>Present a more up-to-date evidence of communication, to supersede the 2013 Business School talk.</p>

Silver Award Gained 16/07/14. Silver Award Certificate ENU-EMS-173 (Stored in Records/Audit).



## Gold Criteria

### 3.1 Resources

Clause	Audit Clause and Minimum Requirement	Description	Name and Location of Documents	General Actions/Notes	Gold Assessment Notes
3.1.1	<p>The institution shall develop and implement a procedure for communicating roles and responsibilities to relevant staff.</p> <p><b>1. Resources, Roles, Responsibilities and Authority Procedure.</b>  <b>2. Communication Records</b></p>	<p>Procedure 3.1.1 in the Loreus Document manager is recommended.</p> <p>The purpose of this procedure is to show how individuals and committees are assigned the responsibility for establishing, implementing, maintaining and improving the EMS. And also to explain how roles and responsibilities are communicated to those involved.</p> <p>You will need to provide evidence that all roles &amp; responsibilities have been communicated to all relevant staff (e.g. presentations, briefings, emails, posters, meeting minutes etc.)</p>	<p>Roles, Responsibility and Authority Procedure            ENU-EMS-175</p> <p>Roles, Responsibilities and Training            ENU-EMS-44</p> <p>Roles &amp; Responsibilities - Significant Aspects            ENU-EMS-200</p> <p>Evidence of all Communication            ENU-EMS-007</p> <p>Environmental Sustainability Team Job Profiles (3.1):            ENU-EMS-065            ENU-EMS-183 to 185</p> <p>Communication, Engagement and Training Plan            ENU-EMS-178</p>	<p>The document Evidence of all Communication ENU-EMS-007 highlights all occasions where the Environmental Management System, or specific aspects of the EMS have been communicated to staff and students and all persons associated with the University.</p> <p>The websites <a href="http://www.napier.ac.uk/envir">www.napier.ac.uk/envir</a> and <a href="http://staff.napier.ac.uk/environment">http://staff.napier.ac.uk/environment</a> (internal pages but publically accessible) highlight all environmental aspects and key documents at the University. The student facing myNapier is currently being updated.</p>	<p>Following the Gold assessment, take the opportunity through the P&amp;F Managers Meetings to update the Group on progress and actions for going forward.</p> <p>Develop a memorandum of understanding for all involved with environmental sustainability.</p> <p>All communication highlights that staff and students have a basic and personal responsibility to act on projects and climate change but this action should be formalised.</p>
3.1.2	<p>The institution shall finalise the Outline Management Structure and the roles and responsibilities for staff.</p> <p><b>Finalised Management Structure.</b></p>	<p>All EMS implementation roles and responsibilities should be finalised. The EMS Management Structure Example and Roles, Responsibilities and Training</p>	<p>EMS Implementation Team            ENU-EMS-006a</p> <p>Roles, Responsibilities and Training            ENU-EMS-44</p>	<p>In addition to the information contained within the documents referenced, the University has a ridged assessment structure for all students, staff</p>	

		<p>Spreadsheet are recommended.</p> <p>Adding the information to the EcoCampus Document Control is recommended (Records – Roles &amp; Responsibilities).</p>	<p>Roles &amp; Responsibilities – Significant Aspects ENU-EMS-200</p> <p>The Environmental Sustainability Team considered the development of ESAG in July 2011. The paper developed ENU-EMS-071 is stored in 3.1 Resources, Roles &amp; Responsibilities and is still open and being considered. Any development of ESAG will be tied into the overall development of the Estates Strategy, due to be launched in August 2015.</p>	<p>and contractors to work at the University, this is explained in more detail in 3.2 Competence and Training.</p>	
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### 3.2 Competence and Training

Clause	Audit Clause and Minimum Requirement	Description	Name and Location of Documents	General Actions/Notes	Gold Assessment Notes
3.2.1	<p>The institution shall develop and implement a procedure for collating, recording and sorting all training records.</p> <p><b>1. Competence, Training and Awareness Procedure.</b> <b>2. Training Records.</b></p>	<p>Procedure 3.2.1 in the Loreus Document Manager is recommended.</p> <p>The purpose of this procedure is to ensure that all the people that have the potential to cause significant environmental impacts, are competent on the basis of appropriate education, training or experience. It also explains how training records are generated and stored. (The</p>	<p>Competence, Training &amp; Awareness Procedure ENU-EMS-002</p> <p>To ensure that all staff are competent at fulfilling the role they are employed to complete, a rigorous assessment process is in place, see document</p> <p>Personal training records</p>	<p>Given that training records are kept by HR, they may not be publically accessible.</p>	<p>Feedback from Jess Dall (meeting 24/11/14): If training is developed through Moodle, must have a way of extracting records. How will training be sourced? Is there a qualification built into the training?</p> <p>Feedback from Jess Dall (meeting</p>

		Loreus Document Manager – Records – Training is recommended).	for all staff are stored within the University HR Connect Service. The tool pulls together all aspects of training, see document 'HR Connect and Moodle ENU-EMS-201'.  The document 'Evidence of all Communication' ENU-EMS-007 highlights all communication, engagement and training conducted.		24/11/14): Job evaluation and staff authorisation procedure. Inductions. Six monthly (interim) and annual professional development reviews (for all staff at the University).
3.2.2	The institution shall develop and implement a procedure for assessing the competency of all those persons whose work may have a significant impact on the environment.  <b>Competence, Training and Awareness Procedure.</b>	Procedure 3.2.1 in the Loreus Document Manager is recommended.  Purpose – see 3.2.1 The 'Training Needs Evaluation' tab and 'Training Plan' tab of the Roles, Responsibilities and Training Spreadsheet are recommended identify and document training needs and develop a training plan.	The competency of all staff is assessed immediately at the University through the recruitment and selection process. All information highlighting the process are online and summarised through 'Recruitment and Selection: Edinburgh Napier University Procedures' ENU-EMS-202  Professional Development Review Guidelines ENU-EMS-203 The Guidelines highlight the annual and interim six monthly reviews that all	The document ENU-EMS-002 should be developed to include information on the existing procedures for hiring staff.  All Professional Development Reviews do no currently cover aspects of environmental sustainability holistically. But, from August 2015, all reviews conducted within Property & Facilities will include aspects of Customer Service Excellence (this experiment may pave the way for wider	The procedure in place is the PDR process. The integration of Customer Service Excellence will cover some aspects of training linked to environmental sustainability and the integration of the Environmental Management System.

			staff at the University must attend. All reviews feed directly to the overall aims of the University.	integration of EMS principles).	
3.2.3	<p>All staff shall have adequate training to ensure they understand the environmental issues relating to the institution and their roles and responsibilities for implementing the Environmental Management System.</p> <p><b>Complete Training Plan for all staff.</b></p>	<p>The institution shall ensure that all staff understand the following:</p> <ol style="list-style-type: none"> <li>1. The environmental policy;</li> <li>2. Key environmental issues relating to the institution's operations;</li> <li>3. The institution's objectives and targets;</li> <li>4. Their roles and responsibilities within the EMS;</li> <li>5. The consequences of deviating from the institution's procedures.</li> </ol>	<p>The Communication, Engagement and Training Plan ENU-EMS-178 is currently in draft form. Coupled with other aspects of work in this area, the Plan highlights all opportunities available. In terms of embedded responsibility, the recruitment and professional development review procedures in place through the University Human Resources Team ensure competence through all aspects of training. Examples of training offered by other teams includes the Health &amp; Safety Training Schedule 2015/16 ENU-EMS-223 and the Induction Checklist for Cleaning Staff ENU-EMS-209.</p>	<p>Ensure that the Communication, Engagement and Training Plan fully encapsulates all opportunities for training and that all opportunities utilised are stored within the communication record ENU-EMS-007.</p>	<p>Develop an online training tool, using existing examples such as those publically offered through the Scottish Environment Protection Agency and Sustainable Scotland Network.</p>

### 3.3 Communication

Clause	Audit Clause and Minimum Requirement	Description	Name and Location of Documents	General Actions/Notes	Gold Assessment Notes
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3.3.1	<p>The institution shall develop and implement a procedure for documenting and responding to environmental communications received from inside/outside the institution.</p> <p><b>Communication Procedure.</b></p>	<p>Procedure 3.3.1 in the Loreus Document Manger is recommended.</p> <p>The purpose of this procedure is to define the methodology for receiving, documenting and responding to requests from interested parties about the institution's environmental performance, environmental aspects and EMS but also for communicating with public authorities about emergency planning.</p>	<p>Communication Procedure ENU-EMS-177.</p> <p>All communication should be channelled through the Property &amp; Facilities Helpdesk and recorded within Planon. The Helpdesk is staffed between 08:45 and 17:00 Monday to Friday. At all other times, the Security Team record any incidents or queries and then pass them on through email updates to the Helpdesk Team to discuss with the wider Property &amp; Facilities Team and record on Planon. Evidence of all communication through the Environmental Sustainability Team held within the document 'Evidence of all Communication' ENU-EMS-007.</p>	<p>In terms of communication, what extent of information is required as evidence? A range of examples? Could easily get out of hand if all emails and all correspondence is to be provided as evidence.</p>	<p>To be put as an agenda item at the next ESAG meeting. Although, in general, this should link to individual job descriptions.</p> <p>There's no communication/ engagement strategy within Property &amp; Facilities. Highlighted through recent Customer Service Excellence assessment. There may be information to share through the External Relations &amp; Communications Team.</p>
3.3.2	<p>Formal communication channels shall be established and maintained for the implementation of the EMS.</p> <p><b>1. Finalise Management Structure.</b> <b>2. Communications Records</b></p>	<p>1. Please refer to 3.1.2 2. Communications Records to include presentations, briefings, emails etc.</p>	<p>Register of Talks, Meetings and Events ENU-EMS-007.</p>	<p>Communication, Events and Training Strategy ENU-EMS-178 currently in draft form. The document will be complete once the new Estates Strategy is published in August.</p>	<p>Waiting for and linking to the Estates Strategy will allow for stronger integration between the Plan and day-to-day planned and reactive communication actions at the University.</p>

### 3.4 Documentation

Clause	Audit Clause and Minimum Requirement	Description	Name and Location of Documents	General Actions/Notes	Gold Assessment Notes
3.4.1	The institution shall develop a procedure to describe the core EMS documentation and the interaction between them.  <b>Documentation Procedure.</b>	Procedure 3.4 in the Loreus Document Manager is recommended.  The purpose of this procedure is to describe the core Environmental Management System (EMS) documents and the interaction between them.	Documentation Procedure ENU-EMS-179,		
3.4.2	The Institution shall develop an EMS Manual describing how the EMS operates and cross referencing to relevant documentation.  <b>EcoCampus EMS Manual.</b>	The EMS Manual is the main document for your EMS; its purpose is to explain the core elements of the EMS and their interaction.  A template of the EMS Manual is located in the EcoCampus Document Control (5. EMS Manual).	EMS Manual ENU-EMS-190  Contractors – Summary of Management Procedures ENU-EMS-193. Explains the management procedures in place for contractors working at the University.	There are a number of procedural documents at the University. Documents ENU-EMS110 to 126 highlight all documents from the School of Health, Life & Social Sciences for instance.	Moving ahead, and again to tie into the Estates Strategy, the EMS Manual may be integrated with the information contained within this document. An amalgamated document would only be developed if the structure of information and estimated size.

### 3.5 Control of Documents

Clause	Audit Clause and Minimum Requirement	Description	Name and Location of Documents	General Actions/Notes	Gold Assessment Notes
3.5.1	The institution shall develop and implement a procedure for controlling EMS documentation.  <b>1. Control of Documentation Procedure.</b> <b>2. Full Document Control System</b>	1. Procedure 3.5.1 in the Loreus Document Manager is recommended.  The purpose of this procedure is to ensure that documents are created, controlled and easily located in order to effectively implement the institution's EMS	Control of Documents Procedure ENU-EMS-180.  The overall control of documents will be developed in-line with the University Governance Services Policy for document management	Review the Environmental Procedure Form.  Develop in-line with Governance Services Policy for document management and retention.	

		<p>and conform to the requirements of the Scheme.</p> <p>2. The control of documents includes:</p> <ul style="list-style-type: none"> <li>• Setting a method for making changes to documents</li> <li>• Records of changes made to documents shall be maintained</li> <li>• Responsibilities, authorities and processes for disposing of obsolete documents shall be defined</li> <li>• An authorised person shall approve system documents prior to release and the date of approval shall be shown on the document</li> <li>• Documents shall be reviewed periodically to ensure they remain relevant and effective</li> <li>• A retention period for EMS documentation and records shall be determined; this is normally a three year period.</li> </ul> <p>Loreus Document Manager is recommended to control the documentation.</p>	<p>and retention. The Document Control list ENU-EMS-101 contains a list of all documents associated with the Environmental Management System at the University. The document has been developed recently to meet the requirements of the EMS and also the requirements of the Governance Team in terms of controlled/ uncontrolled documents, the sensitivity of each document, the date uploaded onto Loreus, the records refresh schedule and the data retention schedule.</p>	<p>We wish to fit with the model provided by the Governance Team. Will merge the current document control list to include information required from the overarching team.</p> <p>All documents should include a reference to updates.</p>	
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### 3.6 Operational Control

Clause	Audit Clause and Minimum Requirement	Description	Name and Location of Documents	General Actions/Notes	Gold Assessment Notes
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3.6.1	<p>A procedure shall be developed to outline the management of operational control procedures.</p> <p><b>Operational Control Procedure.</b></p>	<p>Procedure 3.6.1 in the Loreus Document Manager is recommended.</p> <p>The purpose of this procedure is to set the methodology to identify, plan and control the operations associated with the institution's identified significant environmental aspects in line with the environmental policy, objectives and targets.</p>	Operational Control Procedure ENU-EMS-181.	<p>Check if documents must be listed 3.5.1 Control of Documents or if they can be called Control of Documents Procedure ENU-EMS-181 for instance.</p> <p>There is an opportunity to link further to work carried out across the University in terms of Health &amp; Safety. The team are currently conducting a full audit of health and safety and workplace assessments (plant rooms etc.). Will also audit controls in place and will embed an annual review of all action plans. Campus services will be broken down to Campus Managers, Print and other teams by discipline. Example documents currently in place include the H&amp;S Audit Letter Template ENU-EMS-199, H&amp;S P&amp;F Maintenance Internal Audit ENU-EMS-195 and H&amp;S Site Inspection Report App (draft) ENU-EMS-216.</p>	Developed an App for contract management – all H&S. GF to send over. Potential to develop into other areas. Potential to develop environmental assessment.
3.6.2	The institution shall develop operational control	Loreus Document Manager (folder 3.6) is recommended for	All equipment, managed centrally by Property &	Investigate if verbal instructions are backed	Must find out what operational control



	<p>procedures, which address significant aspects, in line with objectives and targets.</p> <p><b>Written Operational Control Procedures.</b></p>	<p>storing your Operational Control Procedures.</p> <p>These should demonstrate how the institution controls those areas of its activities which could have an effect on the environment.</p> <p>They shall be developed to communicate the following information:</p> <ul style="list-style-type: none"> <li>• What activities need to be done</li> <li>• When those activities need to take place</li> <li>• How the activities are completed</li> </ul> <p>Work instructions (individual tasks) could be extracted from the procedures.</p>	<p>Facilities is added to Planon. All planned and reactive works are programmed into Planon to issue all work orders. The list of standard work orders within Planon can be viewed at ENU-EMS-196.</p> <p>Operational Control is covered by documents such as the Environmental Sustainability Policy ENU-EMS-003 and Carbon Management Plan ENU-EMS-191 for instance.</p> <p>The operational control procedures for the laboratories within the Faculty of Health, Life and Social Sciences are listed in 'Safety Guidelines and Codes of Practice' ENU-EMS-124. And also the Cleaning Services Guide ENU-EMS-102 as an example.</p>	<p>with written operational control procedures. Noise information from Accommodation sites for instance, no written guidance (all verbal).</p> <p>Links to emergency response procedures. Or, could add a line within the aspects register ENU-EMS-079.</p> <p>All work instructions through Property &amp; Facilities are generated through Planon. Investigate if further information is required to highlight the process.</p> <p>Jim Goodlet, within the Faculty of Engineering, Computing and Creative Industries is also developing operational control documents. A verbal update will be provided during the Gold assessment.</p>	<p>procedures are in place i.e. how we manage all of our significant aspects. Have a look at all documents in place already and highlight how they cover applicable aspects.</p>
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### 3.7 Emergency Preparedness and Response

Clause	Audit Clause and Minimum Requirement	Description	Name and Location of Documents	General Actions/Notes	Gold Assessment Notes
3.7.1	Your institution shall develop a system to identify and respond to emergencies,	Procedure 3.7.1 in the Loreus Document Manager is recommended.	Emergency Preparedness and	How are the emergency response procedures actually	Ensure that the Emergency Response Procedures fully cover

	<p>which could result in damage to the environment.</p> <p><b>Emergency Preparedness &amp; Response Procedure.</b></p>	<p>The purpose of this procedure is to:</p> <ul style="list-style-type: none"> <li>• Identify the potential for accidents and emergencies leading to environmental damage</li> <li>• To describe the responses to accident and emergency situations</li> <li>• To show how environmental impacts under such circumstances are minimised, controlled, mitigated and prevented</li> <li>• To explain how emergency preparedness and response procedures are periodically tested</li> <li>• To review and revise the emergency preparedness and response procedures in the event of an accident or emergency.</li> </ul>	<p>Response Procedure ENU-EMS-182.</p> <p>Emergency and other response procedures for the laboratory spaces within the Faculty of Health, Life and Social Sciences are shown in 'Safety Guidance and Codes of Practice' ENU-EMS-124.</p> <p>Edinburgh Napier University Emergency Response Procedures ENU-EMS-192 Can be found online at <a href="http://staff.napier.ac.uk/services/hr/healthandsafety/policies/Pages/EmergencyProcedures.aspx">http://staff.napier.ac.uk/services/hr/healthandsafety/policies/Pages/EmergencyProcedures.aspx</a></p> <p>Environmental related responses include</p> <p>Purchase, Storage &amp; Disposal of Hazardous Substances Procedure ENU-EMS-197</p>	<p>tested? And what process was used to decide on what actually constitutes as an emergency response at the University. How many ER documents exist, in different Schools and Departments?</p> <p>Is there an 'incident response folder or equivalent'?</p> <p>Look out for the Corrective Action Record Form in Loreus.</p> <p>A range of risk assessments are available covering all aspects of work at the University. As per the Code of Practice for Contractors, ENU-EMS-103 all contractors working on site must provide risk assessments and method statements for all work carried out.</p> <p>Environmental Impact Assessments are also being considered for all works at the University. See ENU-EMS-090 for the template developed</p>	<p>the 43 significant aspects listed. The University Secretary stated that he is reluctant to develop an extensive Emergency Response Procedure, detailing every potential eventuality individually so the procedures will be kept within a more general boundary.</p>
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				<p>by the Environmental Sustainability Team.</p> <p>The Aspects Register ENU-EMS-079 was updated in March to include information on emergency preparedness and response, linked directly to the aspects listed.</p>	
3.7.2	<p>Establish a schedule of emergency procedure test drills.</p> <p><b>Develop Schedule and Test Emergency Procedures</b></p>	<p>You need to provide all records arising from the emergency procedure test drills.</p> <p>Records can be stored in the Loreus Document Manager (Records – Emergency Preparedness &amp; Response).</p>	<p>Example documents currently in place include the H&amp;S Audit Letter Template ENU-EMS-199, H&amp;S P&amp;F Maintenance Internal Audit ENU-EMS-195 and H&amp;S Site Inspection Report App (draft) ENU-EMS-216.</p>	<p>There is an opportunity to link further to work carried out across the University in terms of Health &amp; Safety. The team are currently conducting a full audit of health and safety and workplace assessments (plant rooms etc.). Will also audit controls in place and will embed an annual review of all action plans. Campus services will be broken down to Campus Managers, Print and other teams by discipline.</p>	

Gold Award Gained 18/03/15. Gold Award Certificate ENU-EMS-225 (Stored in Records/Audit).